

Cheyenne Metropolitan Planning Organization

Policy Committee Special Meeting

February 5, 2026

3:00 PM

Mayor Conference Room



Attendance:

Voting Members: Patrick Collins City of Cheyenne Mayor, Chairman
Don Hollingshead Laramie County Commissioner, Vice Chairman

Guests: Amber Ash City of Cheyenne Chief of Staff
Vicki Nemecek City of Cheyenne Public Works
Thomas Cobb City of Cheyenne Engineer Director
Charles Bloom Planning & Development Director
Erin Johnson City of Cheyenne Transit
Pamela Cypher Federal Highway Administration (FHWA)

Staff: Christopher Yaney MPO Director
Jennifer Corso MPO Senior Planner
Athen Mores MPO Planner I & Transportation Specialist
Gisele Pacheco MPO Office Manager

Item 1: CALL TO ORDER

Mayor Collins, Chair, called the meeting to order at 3:00 PM.

Item 2: INTRODUCTIONS/ROLL CALL

Item 3: CHEYENNE TRANSIT TIP AMENDMENT

Christopher Yaney, Metropolitan Planning Organization Director, referred to Erin Johnson, City of Cheyenne Transit, for information regarding the Transportation Improvement Program (TIP) process.

Erin Johnson, City of Cheyenne Transit, provided additional information regarding TIP funding for fiscal year 2025 and the reason for amending the Westland Building project, noting that full funding was not previously available. Throughout the past year, funding initiatives have been coordinated and approved, allowing the project to be amended in the TIP for grant consideration, as the project can now be fully funded and finalized. Ms. Johnson also noted that the Transit Program has updated the operating assistance for federal fiscal years 2026 and 2027.

Mayor Collins confirmed that the TIP must be updated and approved in order to receive funding.

Ms. Johnson confirmed that the Federal Transit Administration (FTA) requires the TIP to be updated with current funding and approved prior to accessing funds.

Mayor Collins asked if there were any questions or discussion from the committee. Hearing none.

Don Hollingshead, Laramie County Commissioner, made the motion to approve and amend the Transportation Improvement Program (TIP) proposal. Patrick Collins, City of Cheyenne Mayor, seconded the motion.

Mayor Collins asked if there were any further questions or discussion from the committee. Hearing none.

Roll Call: Motion to approve the amendment to the Transportation Improvement Program (TIP) proposal passed unanimously.

Item 4: OTHER BUSINESS

Mayor Collins opened the meeting for other business from staff or the Policy Committee.

Christopher Yaney, Metropolitan Planning Organization, stated that there was no additional business.

Mayor Collins requested an update on the project timeline.

Erin Johnson, City of Cheyenne Transit, stated that the Westland Building project is currently in the bid process and that coordination with the Public Works Department has occurred to finalize project details. She noted that the team is awaiting one final update to the plans related to security cameras and power adjustments. Once those items are received from the developer, the packet will be provided.

Mayor Collins asked, based on the plans, what the bid is expected to include and when construction is anticipated to begin.

Ms. Johnson explained that the goal is to begin construction in spring 2026, with completion anticipated by fall 2026. She noted that the timeline will depend on contractor bids, but construction is expected to begin during the construction season.

Vicki Nemecek, City of Cheyenne Public Works, noted that Public Works was able to utilize the remaining funds for junk removal, interior demolition, and window repairs.

Ms. Johnson stated that, with the 80/20 match, available funding was slightly reduced; therefore, remaining funds will be expended at the beginning of the project, with the balance applied toward the new grant.

Mayor Collins inquired whether there were any additional expectations regarding the structural timeline.

Ms. Johnson stated that completion is anticipated by late fall, with occupancy projected for October or November, depending on the project schedule and provided there are no major construction delays.

Mayor Collins commented that the structure is in good condition and that most work involves interior finishes.

Ms. Johnson agreed, noting that while the structure is in good condition, both interior and exterior finishes are required. She added that exterior plans include removal of the light pole located in the middle of the site, which will be converted into a new transit transfer station. Grading and repainting of the area are also planned.

Mrs. Nemecek noted that sidewalks will also be widened.

Ms. Johnson stated that a full redesign of the entire system may take longer, as it will require public input.

Mrs. Nemecek noted that additional space is available in the building and that Public Works may relocate to the building during renovations, with additional space potentially available for another entity.

Mayor Collins asked if there were any further questions or discussion from the committee.

Pamela Cypher, Federal Highway Administration, asked whether the TIP project would involve the Wyoming Department of Transportation (WYDOT) and what impact it would have on funding.

Ms. Johnson stated that WYDOT funding was applied for and incorporated into the plan; however, it was structured as a pass-through for the project, and therefore all funding will be administered under the Federal Transit Administration (FTA).

Charles Bloom, Planning and Development Director, asked whether parking and circulation issues had been resolved with Magic City Enterprise.

Mrs. Nemecek noted that a contract is in place and the project was able to proceed.

Mayor Collins asked if there were any further questions or discussion from the committee. Hearing none.

Item 5: NEXT MEETING

Next Meeting: March 4, 2025, at the Laramie County Commissioners Conference Room.

Item 6: MEETING ADJOURNED: 3:10 PM